

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING  
JANUARY 24, 2011 – REGULAR SESSION**

The Board of Island County Commissioners convened in Regular Session at 11:00 a.m. on January 24, 2011 for a Roundtable with Elected Officials and Appointed Department Heads, held in the Board of County Commissioners Hearing Room, Annex Building, 1 NE 6<sup>th</sup> Street, Coupeville, Washington. Other topics for the Regular Session followed at 2:00 p.m. as shown on the agenda. Angie Homola, Chair, Helen Price Johnson, Member, and Kelly Emerson, Member were present.

**ROUNDTABLE WITH ISLAND COUNTY  
ELECTED OFFICIALS AND APPOINTED DEPARTMENT HEADS**  
(Recording Part 1)

**Elected Officials and Appointed Department Heads Attending:**

Greg Banks	Jackie Henderson	Mike Merringer
Robert Bishop – <i>Excused</i>	Keith Higman	Anamaria Nunez
Mark Brown	Angie Homola	Bill Oakes
Sheilah Crider	Betty Kemp	Bob Pederson
Kelly Emerson	Tim Lawrence	Helen Price Johnson
Mary Engle	Elaine Marlow	Dan Sherk
		Debra Van Pelt

Together with the monthly departmental roundtable reports by Elected Officials and Appointed Department Heads, other topics of interest included:

**Commissioners**

Chair Homola asked Department Heads and Elected Officials to provide updated organizational charts for each of their offices. Having such will provide a visual of the changes to staffing levels in each department and will serve as a useful tool for budgetary planning.

**New Video Conferencing Equipment and Room Scheduling**

Mr. Higman reported that Polycom videoconferencing equipment, purchased with grant funding, is now up and running in Conference Room 131 (WSU). The equipment was purchased primarily for use by the Health Department but is available for anyone who may have a need for videoconferencing. Also discussed was equipment security. Public Health will put together a one-page “how to use” pamphlet for the benefit of those who use the equipment. The Department will also work with IT to assist with training.

**IT Update**

Ms. Marlow explained the recent email server failure which affected the entire County for a period of several days. She explained the steps taken for the future; including, scheduling email upgrade and improved configuration and strengthening of procedures and policies. Questions and answers followed.

**Changes to Agenda Process**

Ms. Marlow indicated that the Board agreed with the Reorganization Committee’s recommendation to restructure the agenda process with the following goals in mind: 1) improve communication; 2) accountability; 3) provide more time to concentrate on important policy issues; 4) create efficiencies; and 5) less staff time spent in meetings. She spoke to the new

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process for submitting agenda items, Agenda Bills, and weekly briefing memos. Also recommended was the purchasing authority for department heads be increased to \$10,000, Public Works to \$20,000, and the Chair of the Board would approve out-of-state travel and meal policy exceptions. The new procedure would go into effect beginning with the February 7 meeting

Island County Grant Team

Mr. Higman advised that an ad hoc group of employees was created who would, collectively, seek and apply for grant funds to avoid duplicating the process. The subject will be addressed in more detail at the February Roundtable meeting.

Responsibility of Driver's Policy (Handout provided)

Ms. Bacon reminded everyone about the importance of keeping the policy in mind when allowing a passenger not associated with County business. Ms. Kemp will talk in more detail about the program at the February Roundtable meeting.

Medical Committee Update

Ms. Bacon mentioned that the Committee is leaning towards staying with WCIP through the remainder of the year.

*Roundtable adjourned at 12:27 p.m. The next Roundtable is scheduled for February 28, 2011 at 11:00 a.m.*

The Board of Island County Commissioners (including Diking Improvement District #4) met at 2:00 p.m. to consider items contained on the agenda. The meeting began with the Pledge of Allegiance.

PUBLIC INPUT OR COMMENTS

None

CONSENT AGENDA (Recording Part 2 @ 1:15)

*[Documents on file with the Clerk of the Board]*

BY UNANIMOUS MOTION (3-0) the Board approved the following items presented on the Consent Agenda with the exception of Item 1, *Pre-Audited Vouchers, Warrants, Electronic Fund Transfers, Payroll*, moved to the end of the Agenda for consideration:

Minutes: None presented

Auditor

Resolution C-04-11 Authorizing and Increasing Certain Petty Cash, Change and Revolving Funds within Island County

Commissioners

Award of Rural County Economic Development Sales Tax Funds for 2010 to the Island County Economic Development Council - \$67,000

Emergency Management

- Resolution C-05-11/DEM-03-11 In the Matter of Ending County Proclamation of Emergency; Extinguishing Resolution C-01-11/DEM-01-11 approved on January 4, 2011
- Amendment A to Sub-recipient Agreement with City of Oak Harbor; Change ending date to February 28, 2011 (RM-DEM-10-0475)

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GSA Animal Control

- Amendment No. 6 to Contract with Camano Island Kennels, LLC for animal control services on Camano Island; Amount: \$39,534.48 annually (RM-GSA-10-0551)
- Amendment No. 7 to Contract with Whidbey Island Animal Control for animal control services on Whidbey Island; Amount: \$61,895.16 annually (RM- GSA-10-0548)

Historical Preservation

Historical Preservation Grant Contract with South Whidbey Historical Society to collect, preserve, and exhibit historical materials illustrating the history of South Whidbey. Fees authorized under RCW 36.22.170(1)(a) fund this contract and can only be spent on historical preservation activities. Amount: \$6,000 (RM-BOCC-11-0003)

Human Resources - Personnel Action Authorizations

None presented

Human Services

- Contract with North Sound Mental Health Administration to provide mental health administrative services in Island County. Contract No. NSMHA-ISLAND-ADMIN-11; Amount: \$48,432 (RM-HS-10-0517)
- Contract Amendment with North Sound Mental Health Administration to provide mental health administrative services in Island County. Contract No. NSMHA-ISLAND-ADMIN-10; Amount: \$-482 revision. (RM-HS-10-0449)
- Contract Amendment with North Sound Mental Health Administration to provide jail transition services in Island and San Juan Counties. Contract No. NSMHA-ISLAND-JAIL SERVICES-10; Amount: \$-5,233 revision (RM-HS-10-0448)
- Contract Amendment with Service Alternatives to provide services to residents of Island County with developmental disabilities. Contract No. HS-09-09(2); Amount: \$-6,313 revision (RM-HS-10-0527)
- Contract with Whidbey Island Share a Home to prevent homelessness through home matching and case management services. Contract No. HS-24-11; Amount: \$37,500 (RM-HS-10-0519)
- Contract Amendment with WA Vocational Services Contract is to provide services to residents of Island County with developmental disabilities. Contract No. HS-08-09(2) \$1,939 revision. (RM-HS-10-0528).

Public Health

- Contract Amendment with WA Department of Health – Consolidated Contract. Amendment adds \$125,833 to ‘5930’ Public Health Funding, adds \$90,472 to Local Capacity Development Funds, adds \$19,398 to Immunization Program/Child Profile, adds \$11,750 to Group A Drinking Water Program, adds \$97,100 to WIC Nutrition Program, and decreases by \$1,455 the Public Health Emergency Preparedness Program. Contract No. C14949; Amendment No. 27; Contract Amount: \$3,825,934; Amendment Amount: \$ 343,098 (RM-HLTH-11-0016)
- Contract Amendment with DSHS – Early Family Support Services (EFSS). Amendment reduces the EFSS program in the current contract period by \$637.21. The EFSS program provides a public health nurse for home visits to families referred by Child Protective Services. Contract No. 1063-95382-01; Contract Amount: \$9,498.19; Amendment Amount: \$(637.21) (RM-HLTH-11-0020)

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- Contract Amendment with DSHS – Early Intervention Program (EIP). Amendment reduces the EIP program in the current contract period by \$(1,023.75). The EIP program provides a public health nurse for early intervention to prevent child abuse. Contract No. 1063-94513-01; Contract Amount: \$15,259.91; Amendment Amount: \$(1,023.75) (RM-HLTH-11-0021)
- Memorandum of Understanding with Snohomish Health District – Public Health Investigator. Snohomish Health District will provide a Public Health Investigator to carry out certain HIV/AIDS legislative mandates in Island County as required and as funded with State funds. Contract No. HD-20-10; Contract Amount: \$ -0- (RM-HLTH-10-0552)
- Purchase Order with Oak Harbor School District #201. Funding for Safe Routes to School Programs in Crescent Harbor Elementary and Olympic View Elementary. P.O. No. 8984; P.O. Amount: \$5,000 (RM-HLTH-11-0014)
- Contract with Opportunity Council – IC Septic Inspection Intake & Referral Program. Opportunity Council will provide income screening for individuals/households to establish eligibility for free septic inspection. Contract No. HD-19-10; Amount: \$20,000 (RM-HLTH-11-0015)

Public Works – County Roads

- Resolution C-06-11/R-02-11 In the Matter of Extending Deadline for Final Order of Vacation for Shoreline Drive; Extending R-47-07 to February 5, 2014
- Resolution C-07-11/R-03-11 In the Matter of Approving Plans and Specifications and Authorizing Call for Bids for East Camano Drive/McElroy Drive Intersection Improvements; CRP 10-04, Work Order No. 195
- Resolution C-08-11/R-01-11 In the Matter of Amending a County Road Project; McElroy Drive/East Camano Drive Intersection Improvements; CRP10-04A, Work Order No. 195
- Supplement No. 1 Local Agency Agreement No. 7270, WA State Department of Transportation; East Camano Drive/McElroy Drive Intersection; CRP 10-04. Work Order No. 195; Additional STP® funds allocated to the project \$400,000; (WSDOT) (RM-PW-10-0550) (PW-1020-111)
- Schedule Public Hearing – Franchise No. 395 – Dennis Higgins; transfer and renewal of existing sewer transport line from Robert Olson; Plat of Double View; Section 3, Township 31 North, Range 2 East, Camano Island; Date and time: February 14, 2011 at 10:20 a.m. (RM-PW-10-0495) (PW-1020-123)
- Schedule Public Hearing – Franchise No. 387 – Rocky Point Community Sewer Association; transfer and renewal of existing sewer transport line from Howard Robb; Plats of Rocky Point Tracts and Bayshore Terrace; Sections 22 and 23, Township 32 North, Range 3 East, Camano Island; Date and time: February 14, 2011 at 10:20 a.m. (RM-PW-10-0450) (PW-1020-107)
- Schedule Public Hearing – Franchise No. 399 – Mutiny Bay Estates Owners' Association; transfer of existing sewer transport line from Crisconn MBR Corporation; Mutiny Bay Road and Fish Road; Section 15, Township 29 North, Range 2 East, Whidbey Island; Date and time: February 14, 2011 at 10:20 a.m. (RM-PW-10-0495) (PW-1020-123)

Solid Waste

Contract Amendment No. 1 – Coupeville Solid Waste Transfer Station; Revision to General Conditions; (RM-SW-11-0007) (PW-1120-003)

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Superior/Juvenile Courts

Contract with the Volunteer Lawyer's Program; Courthouse Facilitator. Amount: \$16,000.02 (\$2666.67/mo) (RM-SC-11-00111)

**REGULAR AGENDA (Recording Part 2 @ 2:20)**

*[Documents on file with the Clerk of the Board]*

Commissioners

Resolution C-09-11 In the Matter of Proclaiming the Month of February 2011 "Black History Month" in Island County

MOVED BY PRICE JOHNSON, SECONDED BY EMERSON, to ADOPT Resolution C-09-11. MOTION CARRIED: 3-0

**PUBLIC HEARINGS**

None scheduled

**COMMISSIONERS COMMENTS & ANNOUNCEMENTS (Recording Part 2 @ 4:07)**

*[Documents on file with the Clerk of the Board]*

Commissioner Emerson

- Letter from Commissioner Emerson to Councilman Koster regarding the Juniper Beach Water District and Leque Island concerns. Her hope was that Island County could join with Snohomish County in seeking injunctions against State departments responsible for flooding Leque Island, with Snohomish County requested to become the lead agency for SEPA compliance. She asked that various groups of concerned citizens who expressed interest have an opportunity to appear before the Board with their Power Point presentation on the subject.

Chair Homola offered that the Board already met with that group of concerned citizens, with several meetings having already taken place. State agencies have been working for a period of time to try to create efforts for salmon restoration as well as maintaining the ability to farm. The Board already, via letter to the Snohomish County Council, requested a collaborative effort between the two jurisdictions. She would not be prepared to move forward with the letter until having an opportunity for review.

While Commissioner Price Johnson admitted that Camano is not in her district, she added that she has met a couple of times with the Juniper Beach Water District with follow-up having taken place by staff. She feels it important that Commissioner Emerson have the complete background of the problem in order to understand where the County has been through the conversation.

Commissioner Emerson responded that she understood the earlier meetings did not include both sides. For that reason another presentation by the concerned citizens is warranted so she will work with staff and the citizen groups to schedule a date and time.

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Commissioner Price Johnson

- The Commissioner updated the Board on the Governor's Regional Ferry District proposal. Washington Association of Counties has arranged for a meeting with the Governor's staff on Thursday which Chair Homola will attend since she will already be in Olympia at the Legislative Steering Committee. Commissioner Price Johnson suggested she contact Dave Hoogerwerf, the Chair of the Ferry Advisory Committee.

Chair Homola

- Discussion ensued and adjustments made to the draft job description for the Administrative Assistant position in the Commissioners' office (position 610.0). Ms. Bacon will incorporate those changes and begin the advertising process.

Restructuring (Recording Part 2 @ 23:25)

Facilitator Paul Dziedzic worked with the Board to set goals and an agenda for the February 9, 2011 workshop.

The agreed upon objectives included:

- Revisit guiding principles;
- Goal setting for the year;
- Restructuring effort;
- Communication strategies in an attempt to provide adequate public information.

Proposed accomplishments:

- Consolidation of departments - where is the Board with restructuring?
- Communication and what the Board hopes to accomplish in 2011.

Mr. Dziedzic concluded that the workshop would last approximately four hours and set forth how the time would be spent.

Pre-Audited Vouchers, Warrants, Electronic Fund Transfers, Payroll  
(Recording Part 2 @ 53:57)

Pre-audited bills: \$307,650.56  
Vouchers: \$692,069.16  
Electronic funds transfers: \$237,394.44  
Payroll: \$669,009.85

MOVED BY PRICE JOHNSON, SECONDED BY EMERSON, to APPROVE the Vouchers, Warrants, ETFs, and Payroll as presented. MOTION CARRIED: 3-0

Chair Homola announced that the next meeting of the Board would be January 26, 2011 at 9:00 a.m. for the joint Council of Governments. She then excused herself to attend a conference call

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while Commissioner Price Johnson took questions from Mr. Rufus Rose. He asked about the retreat and scope of the facilitator's services.

There being no further business to come before the Board the meeting adjourned at 3:05 p.m. The Board will meet next in Regular Session on February 4, 2011 beginning at 10:00 a.m.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

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Angie Homola, Chair

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Helen Price Johnson, Member

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Kelly Emerson, Member

ATTEST:

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Elaine Marlow, Clerk of the Board